Cambridgeshire Adult Learning and Skills

Local Fee Remission Policy

The aim of this Policy is to give clear guidance regarding the charging of fees for provision delivered by or on behalf of Cambridgeshire’s Adult Learning and Skills Service (ALS).

Adults aged 19 and over on the 31st August of the current academic year are eligible to participate on ALS programmes which are funded through the Education and Skills Funding Agency (ESFA) or the Cambridgeshire and Peterborough Combined Authority (CPCA) and for which, in some cases, fees are paid by the learner.

ALS delivers the following Adult Learning programmes:

Accredited Learning – Theses qualification courses are delivered throughout Cambridgeshire by our direct delivery teams and a number of sub-contracted providers. Some qualifications like Maths and English are always fully funded (i.e., the learner pays no fee) if the learner is eligible for funding as they are part of the ‘Legal Entitlement’. Some courses like ECDL or ESOL qualifications may only be co-funded for some people. All parties are responsible for collecting the co-funded fees in accordance with the ESFA/CPCA Funding Rules.

Targeted Community Learning These courses are delivered throughout Cambridgeshire by our direct delivery teams and a number of subcontracted providers. Courses must be targeted to the learner identified in the Delivery Priorities for Cambridgeshire document. No fees should be charged to the learner for these courses.

Learners who are not eligible for funding from either the ESFA or the CPCA are classed as ‘unfunded’ or ‘full cost recovery’. In this case the full cost of delivering the learning aim must be recovered from the learner.

Refunds
Each Provider must have a Refunds Policy which will be available on their website

For courses delivered by ALS directly we will refund all fees paid by a learner if:

- We cancel the course because we are unable to recruit a sufficient number of learners
- We permanently change the course to a different time or location that is no longer convenient
- We make any significant changes to the course aims and objective

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For courses delivered by ALS we will refund all fees paid by a learner (less a 10% administrative charge at our discretion) if:

- The learner requests a refund at least two weeks before a course starts
- The learner requests a refund less than two weeks before the start of a course due to serious illness

ALS will not refund fees if:

- A learner cancels after a course has begun
- A learner has missed some classes